

The Appomattox County Board of Supervisors held their Special Meeting on Saturday, January 30, 2016 at 8:30 AM in the County Administration Conference Room located at 171 Price Lane, Appomattox, Virginia.

CALL TO ORDER

Appomattox County Board of Supervisors

Present:

Samuel E. Carter	Courthouse District, Chairman
Sara E. Carter	Piney Mountain District, Vice-Chair
William H. Hogan	Appomattox River District
Chad E. Millner	Falling River District
Bryan A. Moody	Stonewall District

Also Present:

Susan Adams, County Administrator
John Spencer, Information Systems Manager/Purchasing Agent
Jeff Taylor, Economic Development Director
Johnnie Roark, Community Development Director
Anne Dixon, Parks, Recreation & Tourism Director
Sara Henderson, Commissioner of Revenue
Vicky Phelps, Finance

Discussion

8:30 - 9:00 - Welcome & Overview of Agenda- Susan Adams

Ms. Adams opened the meeting and welcomed all in attendance. Ms. Adams explained to the Board the information that was provided to each of them. She stated that the provided notebooks are to be used as a guide not only during this scheduled retreat, but during their term serving on the Board.

Ms. Adams called for any questions or comments before beginning the Retreat. Hearing none, Chairman Carter opened the Retreat with the invocation.

Ms. Adams began by discussing the upcoming budget. She explained a budget calendar had been distributed to each member for review. After a quick review of the budget schedule Ms. Adams was asked to change the meeting time to 5:30 p.m. on March 21, 2016. Ms. Adams was also asked to contact Dr. Grasty in regards to changing the November, 2016 meeting time and location. Ms. Adams stated that she would speak with Dr. Grasty regarding this request.

Ms. Adams reviewed the Vision Statement with the Board and stated that this was adopted by the Board of Supervisors July 7, 2014. Ms. Adams explained that the Planning Commission voted unanimously on the following seven items at its April 9, 2014 meeting. She stated that these items have been coupled with the Vision Statement and added to the Comprehensive Plan for Appomattox County.

Core Functions Necessary to achieve our vision:

Adequate funding for education

Put tourism at the forefront

Job Creation

Improved public facilities through better funding

Town/County cooperation/communication

Pro-Active governance

Community appearance

9:00-9:25 - Amy Wallen, CSA Coordinator

Ms. Adams stated that Ms. Amy Wallen, CSA Coordinator will provide the Board with an overview of her department.

Ms. Wallen came forward and explained "What is CSA" She explained that the Children's Services Act is law enacted in 1993 that establishes a single state pool of funds for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth. Ms. Wallen stated that the intention of this law is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubles and at-risk youths and their families in the Commonwealth. Ms. Wallen explained that the Community Policy Management Team (CPMT) has administrative and fiscal responsibility for the local funds pool, for developing local policies and procedures and appointing members of the Family Assessment and Planning Team (FAPT). The CPMT team is made up of one elected or appointed official designee, agency heads, or their designees from: Department of Social Services; School System; Community Services Board; Court Services Unit; Health Department; a parent and a private provider. Ms. Wallen explained that the FAPT team works with families to develop the plan of action and services to assist the family that is described in an Individual Family Services Plan. She explained that the FAPT team is comprised of the supervisory level staff from the same agencies as the CPMT as well as a parent representative and often a private provider. Ms. Wallen explained in detail the responsibilities of the CSA Coordinator. Ms. Wallen explained what services that CSA funds are used for. Ms. Wallen explained that the CSA Coordinator is awaiting the upcoming CPMT meeting to make changes to the existing parental co-payment policy. She explained that the new policy will require all families receiving CSA funding to pay a minimum of \$5.00/month. She stated that most of these families are not at or below the poverty level. She stated that requiring co-pay safeguards the parent as a stake holder in the unity of their family. Ms. Wallen stated that she reviews all bills for errors. Ms. Wallen stated that her personal goal for the future of CSA is to ensure that each entity designated has a positive hand in making a difference for the children of our Community.

9:30-10:10 - Anne Dixon/Jeff Taylor

Ms. Dixon provided the Board with a background on how Appomattox County received grant funding in year 1988 for the Appomattox Community Center building.

Ms. Dixon stated that Appomattox County Parks, Recreation and Tourism Department provide a variety of quality recreational programs and leisure activities for Appomattox County residents along with the management of parks, recreation areas, and civic facilities. She stated that the

department also strives to increase tourism in Appomattox County by promoting all of the attractions, restaurants, lodging, and local business. Ms. Dixon stated that she is responsible for planning and directing the parks, recreation, and tourism program, preparing the annual operating and capital budget proposal and directing the expenditure of funds, hiring, training, and supervising the staff, and attending meetings of department heads and supervisory boards. She stated that her department is responsible for all aspects of tourism including the tourism marketing program, involvement in state and regional tourism efforts, promotion and enhancement of local attractions, distribution of tourism materials to visitor centers and individuals, and creation and operation of special events.

Ms. Dixon stated that the goal of the Department of Parks and Recreation is to promote public awareness and support for recreation, park, and leisure services. She stated that her department strives to develop facilities and recreational programs to ensure the citizens of Appomattox County are provided with leisure opportunities through a variety of programs, facilities, and open spaces designed to improve their social, mental, and physical health in a safe and clean environment.

Ms. Dixon stated the Appomattox County Parks, Recreation & Tourism Department currently manage seven sites. They oversee daily operation of the Appomattox Community Center, Appomattox County Ball Field and Concession, Courtland Field, Appomattox County Community Park, concession, and pavilion, Oakville Ruritan Building, Old Elementary School Gym, and the Appomattox Heritage and Recreational Trail.

Ms. Dixon provided the Board with an overview of Grants that have been awarded for the Community Park. She briefed the Board on the projects that have been completed at the Sports Complex. She then updated the Board on the Community Park usage for year 2015.

Ms. Dixon provided the Board with an update on the Tourism program and provided a list of Tourism partners. She explained that she prints 100,000 brochures a year and distributes the brochures around the State through FPIS Travel and Marketing distribution service, to 11 state Welcome Centers and 60 certified Visitor Centers. Ms. Dixon provided the Board with Tourism visitation numbers for year 2015.

Mr. Jeff Taylor came forward to update the Board on the Economic Development Department.

Mr. Taylor stated that the Economic Development Department responsibility is to develop, implement and coordinate a strategic plan for economic development that focuses on but is not limited to, target businesses and industries, incentives, existing business activities and marketing. He stated that he is responsible for developing and implementing an economic development program based on strategic planning to attract new business and industry to the County and to retain existing County Businesses and industry. He stated that he represents the County on Regional and State matters to focus on economic development.

Mr. Taylor explained that he currently serves as the clerk and support staff to the Economic Development Authority.

Mr. Taylor explained that he works closely with the Director of Community Development, the Director of Parks, Recreation and Tourism and other County staff on various projects.

Mr. Taylor explained that he has worked with approximately 30 prospects over the last four years and there are three active projects, one announced, XNG and two unannounced.

Mr. Taylor stated that he works with the EDA of the Town of Appomattox on providing combined incentives. He stated that he is seeking funding to expand ACBC infrastructure and to upgrade the ACBC 460 entrance and to add signage.

Mr. Taylor called for questions, comments or concerns that members of the Board may have.

10:15-10:25 BREAK

10:25-10:55 - Overview of County Taxes -Sara Henderson

Ms. Sara Henderson, Commissioner of Revenue came forward and provided the Board with an overview of her department responsibilities and goals for year 2016.

Ms. Henderson explained that included in her goals for her department is changing the Personal Property Methodology. She explained that they are currently working on changing from 50% retail to 100% clean trade in. She stated that this is being done to be more comparable to other localities and attractive to businesses. Ms. Henderson explained that there would be a sliding scale for campers, boats and trailers.

Ms. Henderson asked the Board for a written agreement with the Board of Supervisors stating the following:

- changing assessments is wanted by the Board to lower tax rate
- change will not involve tax increase overall
- change will be revenue neutral

Ms. Carter asked if the members of the Board are willing to commit to Ms. Henderson's agreement by resolution at the February Board meeting.

There was lengthy discussion on Ms. Henderson's request.

11:00-11:30 -Johnnie Roark-Planning/Zoning

Mr. Roark came forward and provided the Board with an overview of Community Development.

Mr. Roark read a statement of "What is Community Development", "Community Development is a process designed to create conditions of economic and social progress for the whole community with its active progress for the whole community with its active participation and fullest possible reliance upon the community's initiative." - United Nations, 1948

Mr. Roark provided the Board with most updated population numbers for Appomattox County from the U S Census Bureau.

Mr. Roark provided the Board with an overview of the building department, Planning, Zoning, Subdivision, Natural Resources and Utilities. He explained that building regulations are dictated by the Uniform Statewide Building Code (USBC) and the USBC adopted/readopted by County approximately every three years. He explained that the Virginia Department of Housing and Community Development provides updates and training. He stated that all appeals of the Building Official's decision may ultimately go to the DHCD board.

Mr. Roark explained that the building department currently issues 50-60 Single Family Dwelling permits per year and 20-25 Mobile Home permits per year.

He explained that inspections for various permits range from 2,000 to 2,200 per year. He stated that the Building Official also averages 20-25 fire inspections annually. Mr. Roark reviewed the continuing education requirements for the Building Official by DHCD.

Mr. Roark provided the Board with an overview of all activities of the Planning Department. He stated that Planning is the organized way of determining community needs and setting goals and objectives to address the needs. He stated that planning is anticipatory problem solving. Mr. Roark stated that all localities are required to prepare a Comprehensive Plan and to update the plan every five years. He stated that this plan serves as a guide for future development patterns. He stated that the Comprehensive Plan guides the locality in administration of all other land use regulations (Zoning, Subdivision, ESC, and Building). He explained that it is also used to achieve the long-range goals for the general development of the community through survey and study.

Mr. Roark provided the Board with an explanation of the role of the Planning Commission. He stated that the Planning Commission is appointed by the Governing body and explained that we have a joint commission with the Town of Pamplin. He explained that the Joint Commission consists of five members, one member from each district, one member at large and one member appointed by the Town of Pamplin. He explained the duties of the planning commission.

Mr. Roark provided the Board with an overview of the Joint Board of Zoning Appeals. He explained that the BZA is combined jointly with the Town of Appomattox and the Town of Pamplin. He explained that the Town of Appomattox appoints two members and the Board of Supervisors appoints three members with Appomattox River District ensuring that one member is from the "Pamplin area". Mr. Roark reviewed the role of the BZA.

Mr. Roark reviewed the Capital Improvement Program (CIP) for Appomattox County and stated that this is a fairly new process. He stated that usually it starts in September, completed by December/January. He explained that this plan is used as a resource for the Operating Budget preparation.

Mr. Roark provided the Board with an overview of Zoning. He stated that zoning was originally adopted in Appomattox in December of 1988. He stated that there were very few updates through the 1990's and early 2000's. He explained that there was a complete re-write adopted in the spring of 2014. Mr. Roark explained that currently 95% of land area is zoned A-1,

Agricultural. He explained that approximately 9,500 acres are zoned for residential use and less than 1000 acres are zoned for business or industry.

Mr. Roark reviewed the Subdivision Ordinance with the Board. Mr. Roark explained that we are mandated by State code to have an ordinance. He stated that the purpose is to establish subdivision standards and procedures for the County. He stated that the subdivision ordinance is to guide and facilitate the orderly, beneficial growth of the community by assuring the orderly subdivision of land and its development, and to promote the public health, safety, convenience, comfort, prosperity, and general welfare.

Mr. Roark provided the Board with an update on Natural Resources.

He stated that Natural Resources include Erosion and Sediment Control and Stormwater Management. He stated that the purpose of regulating these natural resources is to prevent degradation of properties, stream channels, waters and other natural resources by establishing requirements for the control of soil erosion, sediment deposition and nonagricultural runoff, sylvan and by establishing procedures whereby these requirements shall be administered and enforced and to manage runoff during construction.

Mr. Roark explained that he administers the program and Mr. Hamlett, is the ESC Inspector. Mr. Roark explained that per agreement, the County serves as the ESC program authority for the Town of Appomattox and the Town of Pamplin at no cost to the Towns. Mr. Roark stated that approximately 500 ESC inspections are made yearly.

Mr. Roark explained that in 2014, localities were given the option to "opt in" and control/run their own Virginia Stormwater Management Permit (VSMP). He stated that Region 2000 localities formed a committee consisting of the local Planning Directors and ESC professionals. He explained that an analysis showed that "opting in" would cost the County approximately \$86,000 per year and to start this would be ever increasing expenses going forward. He stated that long-term impacts, cost and uncertainty were the deciding factors and the Board voted to "opt out".

Mr. Roark explained the Geographic Information System, by explaining the County GIS is a collaborative effort which includes Planning, Public Safety and the Commissioner of Revenue, Timmons Group and a "model" for small localities. He stated that the County utilizes a private sector for technical expertise and the County staff performs "field" services. He stated that the cost to the County is approximately \$15,000 annual for GIS, which includes website hosting, updating, parcel maintenance, data management, and addressing and data collection.

Mr. Roark explained Public Utilities by briefing the Board on the history of the Concord to Appomattox water line. He explained that the main customer of the water line is the Town of Appomattox. He explained that the annual budget expense for the water line is approximately \$217,000. He explained the Water Purchase Agreement with CCUSA.

Mr. Roark explained that he administers the Subdivision Ordinance and Zoning Ordinance which is included in the provided notebook for each Board member. Mr. Roark answered questions and concerns from the members of the Board.

12:00-12:55 - Working Lunch-Mayor Harvey and Bill Gillespie

Members of the Board and staff met with Town of Appomattox Mayor, Mr. Paul Harvey and Town Manager, Mr. Bill Gillespie over lunch to discuss possible upcoming collaborating projects.

1:00 -1:30 -John Overstreet, County Attorney

Mr. J. G. Overstreet, County Attorney provided the Board with information and an overview of the Virginia Freedom of Information Act and also provided the Board with an overview of the duties involved with serving as the County Attorney.

Mr. Overstreet after his presentation, called for comments or questions that the members of the Board may have.

1:35 -1:55 - Shawne Dunham, Animal Shelter

Ms. Shawne Dunham, Animal Shelter Manager came forward and provided the Board with general information regarding the Animal Shelter which included the hours of operation and about the current staff that is employed at the Shelter.

Ms. Dunham explained that you can find the Animal Shelter on Facebook at "Friends of the Appomattox County Public Animal Shelter". She stated that their Facebook page currently has over 4600 likes which is up from 300 at the end of year 2012. She explained that they have a separate Facebook page for lost/found pets at "Lost & Found Pets of Appomattox, VA". She explained that a shelter page has been added to the County website under the "Your Government" tab. She stated that she is currently working with John Spencer to update it with more adoption information and also to update the volunteer application and release forms. She stated that they are also currently working of setting up an "Instagram" account for the shelter.

Ms. Dunham provided the Board with an account of animals (dogs and cats) that have been adopted, reclaimed, transferred, euthanized or died at the shelter.

Ms. Dunham discussed with the Board the current staffing needs. She stated that in order to compete with other local shelters and to continue savings as many animal lives as possible, the Appomattox County Public Animal Shelter needs to be open more hours during the week and needs to be staffed with at least three part-time staff members.

Ms. Dunham discussed the Community partners. She stated that Walmart donates food, treats, and cleaning supplies. She stated that Kroger has a Fund drive for Friends of the Appomattox County Public Animal Shelter, which is a food drive for the shelter. Ms. Dunham explained that Tractor Supply provides food donations and helps with Pet adoption events. She stated that Jamerson Memorial Library helps with adoption events, food drives, wrapping for claws, raffles benefiting the shelter.

Ms. Dunham provided the Board with information regarding Community Outreach. She stated that when temperatures dip into the single digits, the Appomattox County Public Animal Shelter gives out bags of outdoor kennel cedar chips for free of charge to citizens who have dogs in need of bedding. She explained that all bags are donated by citizens in the community. She stated that

they have given several bags of sweet horse feed, rabbit food, and pine bedding, all of which were donated. She explained that they have had some outdoor dog houses donated and delivered to residents within the County by the Animal Control Officer. Ms. Dunham then reviewed the Amazon "Wish List" which community members can order needed items directly from the wish list and have them shipped to the Shelter.

Ms. Dunham reported that AWAG spent over \$10,000 in veterinary fees associated with pets that came in the shelter with life-threatening and non-life-threatening issues and illnesses. She explained that in 2014 and 2015 because of AWAG the County was almost completely relieved of medical cost for shelter animals. Ms. Dunham then explained other ways that AWAG supports the shelter (example: Spay/Neuter Program).

Ms. Dunham discussed some of the Appomattox County Public Animal Shelter needs. She then thanked the Board for their continued support and called for questions/concerns from the Board.

2:00 -2:30 - Bobby Wingfield, Public Safety

Mr. Bobby Wingfield, Public Safety Director came forward and discussed the major 911 systems in the Emergency Dispatch Center. He reviewed the 911 Mapping, Geo-Comm and stated that the Geo-Comm is what we use to automatically locate 911 wire line and wireless phone calls. He stated that the Geo-Comm Mapping System needed to be updated with new technology and a desire to solve some issues locating 911 callers in the Pamplin area a grant was submitted for this update of technology and data sharing with the Town of Farmville Emergency Communications Center. This grant was approved in the amount of \$350,000 and to be shared with the Town of Farmville with Appomattox County leading the Mapping Display Project.

Mr. Wingfield provided the Board with updated information on all communication equipment that is housed in the 911 center.

Mr. Wingfield provided the board with information on all the major department duties of the 911 center. He also provided a three year plan for major projects.

Mr. Wingfield stated that there are currently 13 people on staff at the 911 Center, of the thirteen positions him as the Public Safety Director, a Communications Supervisor and 11 Emergency Dispatchers. Mr. Wingfield stated that Mr. John Vannoy would be the Communications Supervisor replacing Ms. Elizabeth Ashby who resigned earlier this year.

Mr. Wingfield called for and answered questions/comments from the Board.

2:35 - 3:05 - Alice Rockefeller - Solid Waste

Ms. Alice Rockefeller, Landfill Supervisor came forward and provided the Board with an overview of responsibilities of the Solid Waste Department. She stated that the Waste Management Department is responsible for providing recycling and waste disposal services for the residents of Appomattox County and the Towns of Appomattox and Pamplin. She stated that we only accept waste that is generated within this County. She stated that they also accept limited amounts of waste from small businesses.

Ms. Rockefeller explained that one of their highest priorities is to provide a clean, convenient and safe place for citizens to dispose of their waste.

Ms. Rockefeller explained that we are a member of the Region 2000 Services Authority and we contract hauling of our waste to the Regional Landfill located in Campbell County. Ms. Rockefeller explained that we have seven convenience centers which accept small loads of waste. All convenience centers have an attendant on duty to assist residents with the proper handling of recyclable's and disposal of their waste.

Ms. Rockefeller stated that her department is also responsible for the sale of all county owned surplus assets including everything from ink cartridges to heavy equipment.

Ms. Rockefeller explained that they recycle approximately 25 different products. She stated that many of the recycle items are collected at the convenience centers and hauled to the Waste Management Department to be baled and sold.

Ms. Rockefeller stated that the Waste Management and Recycle Facility is located at our 240 acre state permitted landfill which includes 9.25 acres of protected certified wetlands, 32 acres of closed landfill areas, 36 acres of harvestable mixed wood, 80 acres of planted pines, the Sheriff's Dept./State Police firing range, a convenience center, a materials baling facility, the Waste Management Department office and Emanuel Tire of Virginia (a private tire recycling operation). Ms. Rockefeller stated that they have a DEQ permit which would provide 50 years of disposal space for our County.

Ms. Rockefeller explained that we have 25 years left of mandatory 30 year post closure monitoring period on our most recently closed 6-acre landfill cell which requires: Gas monitoring, Groundwater monitoring, Leachate control and monitoring, Maintenance of the landfill cover, Operation, maintenance and monitoring of an active gas extraction system and Storm water control and maintenance of the storm water control system.

Ms. Rockefeller provided the Board with an overview of current staff which consist of 12 full time employees with 12 part-time employees.

Once Ms. Rockefeller completed her report to the Board she added that to the best of her knowledge, they are the only facility in the state that discharges leachate onto the ground through a state permit, saving somewhere in the \$50,000 a year range.

Ms. Rockefeller then answered questions from member of the Board.

11:35-11:55 - John Spencer -Purchasing Systems Mgr.

Mr. John Spencer, Information Systems Manager/Purchasing Agent, came forward and provided information on Information Systems/Purchasing.

Mr. Spencer stated that the annual budget for Information Systems/Purchasing is approximately \$113,000 and is responsible for the County's technology infrastructure, components software and

contracts. He stated that he is also responsible for procurement of goods and services for the County.

Mr. Spencer stated that he maintains the PC's, printers, monitors for County Administration, Treasurer, Commissioner of Revenue, Voter Registrar, Board room, Animal Shelter and Landfill and various tablets and other electronic devices. He is also responsible for the PBX telephone system in the Courthouse Square.

Mr. Spencer stated that he administers the Rackspace "Cloud" email for the entire AppomattoxCountyVA.gov domain, including County Administration and departments, Treasurer, Commissioner of Revenue, Sheriff, Commonwealth's Attorney, Voter Registrar and Jamerson Memorial Library.

Mr. Spencer stated that he administers and updates the County's Website along with Minute-Traq for agendas and minutes.

Mr. Spencer provided information on the Information Systems Contracts and Information Systems AS400. He explained that he works with the Schools under a MOU for management and support of County Cisco data network, including firewall's and wireless networks and the County Windows server environment, including backups.

Mr. Spencer stated that under Purchasing, he is working to standardize procurement process for fairness and cost concerns. He stated that he has developed a draft Purchasing Manual.

Mr. Spencer stated that he continues to work with the General Code and Annual update and working with Bank of America on purchasing cards along with Voyager Fuel Cards.

Mr. Spencer stated that for the 2017 budget he is working to keep the bottom line the same as before even while blending in the additional cost of Purchasing Activities.

Mr. Spencer provided the Board with possible upcoming expenses for the County regarding IT, Courthouse Telephone System. Mr. Spencer provided the Board with Information Systems/Purchasing three year goals.

Mr. Spencer then answered all questions/comments from the Board.

3:05 - 3:15 - BREAK

3:15 - 4:00 - Other Business Items- Susan Adams

At the conclusion of the Retreat, Ms. Susan Adams, County Administrator provided the Board with comments and called for any questions/concerns.

The Retreat concluded at 4:45 p.m.

Samuel E. Carter, Chairman